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# THE NEW

Method of Teaching

the English Language

to the Young

by J. B. ALLEN

Author of "The English Language"

and "The English Grammar"

NEW YORK

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## TO THE READER.

*Courteous Reader.*



Si it is the property of my professed Art to comprize many things within the limits of a narrow circle, so I hold it a poynt of wisdom without circymlocation or idle multiplication of words, to expresse a mans intent and meaning. Solomons Proverbs are therefore called sweet, because short; and admired of all, because under a little husk is contain'd a larg kernel. The Art and knowledge of man ariseth by degrees, & many times by reason of our ignorance of a more compendious method, we run a great way about, and perhaps with much anxiety and trouble of mind, we are at the last directed thither by the bow, whither we might have gone by the string. Every day brings out some new invention or other, the bulk of every Art and Science encreaseth with the times, only this Art of Radio-Stenography, is grasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seeme to follow. There are many things

which commend this Art, as that it hath attained its perfection, whereas other Arts expiate, and extend themselves beyond all compasse of mans brain. Againe, we must not suppose it to be some upstart or new coyned Art, for it is as ancient as Homer himselfe, whose Iliads we read to be comprized in the shell of a Nut. I dare say no more, lest I should not seeme to comply with my faculty; and therefore gentle Reader, all that I desire is, to have your approbation after your probation, and censure after tryall. Thus hoping to enjoy both, I rest, ready prest, to afford you what furtherance I can.

THEOPHILVS METCALFE.

*The Stationer to the Reader.*

**G**Entle Reader, Though I know divers have learned in two or three dayes time by this Book only, yet if need require for thy more speedy attaining to perfection in this Art, there is published a *School-master*, explaining all the Rules thereof, to the weakest capacity; Also a new *Copy-book* of severall hands, viz. *Secretary, Roman, Italian, Running, and Text-hand*: sold by *John Hancock* at the first shop in *Popes-head Alley* next to *Cornhill*.

CHAP.

C H A P. I.

*Of the Excellent use of this available art of*  
**RADIO-STENOGRAPHY.**



**A**S practice brings perfection in all Arts and Sciences, to being once perfect in this Art, you shall with little use retaine the same still in memory, during your life. Your memory shall be much helped, and preserved, the paines of your most usuall studies greatly extenuated thereby. By the said Art, you may be able to take any Sermons or speech, being treatably spoken, word for word, as many hundred men and women in this City of *London*, which have learned only by the Book, worthily manifest. It is usefull for Ambassadors, Messengers, and Travellers, for the ready & speedy description of places, Manners, customs, Policies & Government of each Nation. It serveth for each other use, which I leave to those who can better judge of the best and most profitable uses hereof.

Now considering what singular benefit you shall enjoy hereby, let me request you not to fear your own imbecility, nor weaknesse of your capacity for the attaining

ing of mature perfection in this Art, by this book alone without any other teacher. For first, the rules are few, pertinent, plain, and easie, reaching the meanest capacity. Secondly, You have examples also suitable to every rule, so there can be no mistake. Thirdly, the rules of the Booke are placed in order, as you must learne them. Before you proceed any further, you may be pleased to observe, that in this Art you have the sound of every word, rather then the true orthography thereof, so that many times letters, yea whole syllables may be left out of some words, yet sufficient sound remaining stil to expresse the same, examples you have hereof in the fourth Chapter of this Booke.

Take this advice before you enter on it, when you have learn'd the Alphabet of letters wel, & the other rules for ioyning, & have attained to an understanding in this art, I say strive not so much to write it swiftly, as exactly, that all you write may be according to the rules of the book, which must be learned in order first, and then you will be able to read what you have written, with facility. Thus use will make you perfect, and swiftness will follow after; the more you practice, the more you will gain experience.

Th



# The Letters of the Alphabet

A	1	h	h	p	p	v	v
B	<	i	1	P	o		
C	c			q	7		7
d	o	k	o	r	r		
e	o	l	o	s	q	y	8
f	L	m	\	s	i	z	z
g	y	n	-	t		&c	-
		o	e				

## Double Letters to begin wordes

bl	2	fl	2	pl	e	sm	l
br	4	fr	4	pr	e	sn	2
cl	2	gl	4	sh	h	sp	1
cr	4	gr	4	sk	h	st	1
dr	2	kn	2	sl	l	str	2
dn	3					sn	3



## Double Letters to end wordes

ld	u	lt	v	nf	7	rn	r
lk	u	mp	2	nt	→	rp	10
lm	u	mpl	2	rd	o	rs	11
ln	u	nd	→	rk	r	rt	✓
lp	u	ng	4	rl	u	st	1
ls	u	nk	u	rm	r	tr	1

## CHAP. II.

Of the Alphabetical Characters, which do represent the Alphabet of our English Letters. And these must be got perfectly by heart, before you proceed any further.

There are two characters for p, two for s, the first to begin words, the latter to end words.

Observe this Rule for the joyning of the Letters aforesaid. These Characters are extracted from the Alphabet of letters & are made after this manner, by joyning two Characters together. As for example suppose you have a word to begin with bl, to include these two characters in one, you must do it thus, first write down the Character b, thus (  ) then from thence where you tooke off your pen, joyn the Character l, which is the next letter, thus (  ) and so you have a character for bl and so after the same manner you are to make from the Alphabet all other Characters, by uniting together those that are for the beginning and ending of words.

CHAP.



## C H A P. I I I.

**S** Heweth the places of certaine Vowels in this Art, where you must only use five places for the Vowels, according to the number of them, and they be thus disposed.

<sup>a</sup>  
C<sup>p</sup> C F L N W Z  
<sub>u</sub>

By these examples you may see, that *a* is above, *p* is the equall top, *i* is in the middle, *u* is the equall foot, *u* is underneath your letter, and so place them about all the rest of your letters, as you see the examples above written.

This third chapter containeth the chiefest Rule in all the Art, therefore let the learner be carefull to observe it well; for this of the Vowells places being rightly understood, the other Rules may be learned with ease. Be not discouraged though at the first it seem difficult; some young beginners have been so unwise as to cast the book away, because they could not presently apprehend all at the first reading; when as many hundreds having stuck to it, have speedily attained it, and counted their time well spent.





C H A P.



CHAP. IV.

Sheweth the use of the Vowels thus placed. First if any of these five Vowels begin a word, the very letter of the Vowel must be expressed as in these words following.

a	e	i	o	u
1   am	2   eke	1   ile	e   on	u   urge
2   at	1   eye	2   rie	e   or	u   utter

Secondly, when a Vowell cometh in the middle of a word, then remember that you place the next letter that cometh after it in the place of the former Vowel; as for example, to write *back*, first set downe your *b*, thus (  ) now the next letter after *b*, is your Vowel *a*, now note, that the place of *a* is just over the letter *b* and in that place write your letter following, which is *k*, thus (  ) *back*. To write *bait*; first make your *b*, thus (  ) now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, and in that place write the letter following, which is *t*, thus (  ) *bait*, to this end observe your examples following in the next leaf.

The

*A table of examples for shortning of words.*

**M**Any times letters and whole syllables may be left out, & yet sufficient sound remaining to expresse the word by.

For *Abraham* write *Abram*, for *vehement* write *vement*, for *daughter* write *datter*, for *laughter* write *later*, for *might* write *mite*, for *naught* write *naut*, for *Burrough* write *Buro*, for *thorough* write *thuro*, for *liberall* write *librall*, for *alteration* write *altration*, for *beautified* write *beautifid*, for *mystery* write *mystry*, for *arm* write *rm*, for *argu* write *rgu*, for *arbor* write *rbor*, &c. Many more might be added, but these I judge sufficient to direct the ingenuous Learner.

Note also, That when *E* comes before *X*, it may be alwayes left out; as for example, for *explaine* write *xplane*, for *examine* write *xamine*, and the like.

When any double letters come together, as *ff*, *ll*, *nn*, leave out one of them:

for	{	<i>Affable</i>	}	write	{	<i>Afable.</i>
	{	<i>Allow</i>	}		{	<i>Alow.</i>
	{	<i>Command</i>	}		{	<i>Command.</i>

And alwayes instead of *ph*, write *f*, as in *sifick*, *farisee*, *filosofie*.

1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
18	18	18	18	18	18
19	19	19	19	19	19
20	20	20	20	20	20
21	21	21	21	21	21
22	22	22	22	22	22
23	23	23	23	23	23
24	24	24	24	24	24
25	25	25	25	25	25
26	26	26	26	26	26
27	27	27	27	27	27
28	28	28	28	28	28
29	29	29	29	29	29
30	30	30	30	30	30
31	31	31	31	31	31
32	32	32	32	32	32
33	33	33	33	33	33
34	34	34	34	34	34
35	35	35	35	35	35
36	36	36	36	36	36
37	37	37	37	37	37
38	38	38	38	38	38
39	39	39	39	39	39
40	40	40	40	40	40
41	41	41	41	41	41
42	42	42	42	42	42
43	43	43	43	43	43
44	44	44	44	44	44
45	45	45	45	45	45
46	46	46	46	46	46
47	47	47	47	47	47
48	48	48	48	48	48
49	49	49	49	49	49
50	50	50	50	50	50
51	51	51	51	51	51
52	52	52	52	52	52
53	53	53	53	53	53
54	54	54	54	54	54
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66	66	66	66	66	66
67	67	67	67	67	67
68	68	68	68	68	68
69	69	69	69	69	69
70	70	70	70	70	70
71	71	71	71	71	71
72	72	72	72	72	72
73	73	73	73	73	73
74	74	74	74	74	74
75	75	75	75	75	75
76	76	76	76	76	76
77	77	77	77	77	77
78	78	78	78	78	78
79	79	79	79	79	79
80	80	80	80	80	80
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89	89	89	89	89	89
90	90	90	90	90	90
91	91	91	91	91	91
92	92	92	92	92	92
93	93	93	93	93	93
94	94	94	94	94	94
95	95	95	95	95	95
96	96	96	96	96	96
97	97	97	97	97	97
98	98	98	98	98	98
99	99	99	99	99	99
100	100	100	100	100	100

# Examples

11

1	arose	1	joyne	i	saith
2	availe	1	just	iv	seale
3	avoid	ii	keyes	in	seeke
4	booke	iii	kisse	iv	sight
5	bought	v	last	v	soule
6	came	vi	least	vi	sought
7	cause	vii	loose	vii	tast
8	caught	viii	moone	viii	taught
9	cease	ix	narrow	ix	toile
10	dayes	x	nature	x	took
11	deafe	xi	neighbour	xi	vaille
12	ease	xii	might	xii	vine
13	east	xiii	noise	xiii	voice
14	exceed	xiiii	omit	xiiii	power
15	faile	xv	owne	xv	waite
16	fast	xvi	oyle	xvi	wayes
17	feast	xvii	paid	xvii	weake
18	fight	xviii	pasre	xviii	well
19	hate	xix	past	xix	were
20	hato	xx	race	xx	wombe
21	heale	xxi	raise	xxi	yoke
22	heed	xxii	rest	xxii	yow
23	house	xxiii	rust	xxiii	youth
24	jewes	xxiiii	said	xxiiii	

# The List of Names

This is a list of names of the children of the late Mr. John Smith, who died on the 10th day of March 1800. The names are given in the order in which they were born, and are taken from the original records of the parish of St. Mary, London.

No.	Name	Sex	Date of Birth	Place of Birth
1	John	M	10th March 1800	St. Mary, London
2	Mary	F	15th April 1800	St. Mary, London
3	Elizabeth	F	20th May 1800	St. Mary, London
4	James	M	25th June 1800	St. Mary, London
5	Ann	F	30th July 1800	St. Mary, London
6	William	M	5th August 1800	St. Mary, London
7	Charlotte	F	10th September 1800	St. Mary, London
8	Thomas	M	15th October 1800	St. Mary, London
9	Margaret	F	20th November 1800	St. Mary, London
10	Henry	M	25th December 1800	St. Mary, London

The above list of names is taken from the original records of the parish of St. Mary, London, and is given in the order in which the children were born. The names are given in full, and are not abbreviated. The dates of birth are given in full, and are not abbreviated. The places of birth are given in full, and are not abbreviated.

# The Art of Short writing

Thirdly when a double consonant begins a word then let the small key (a) be placed about the double letter as for example to write (blame) set your double letter down thus (b) and then your vowel being (a) write (i) in the place of it thus (bi) to write blacke set down your (b) thus (b) and then your vowel being (a) write (i) in the place of it thus (bi) to this end observe these examples following

blood	knée	spate
blot	please	sparrow
bright	plucke	souse
brought	praise	soule
cleare	prayer	spread
cloth	pride	steale
crowne	shadow	still
draught	shame	stocke
flame	staine	store
flocke	schoole	straitte
fraud	skin	swallow
fright	small	sweet
glass	small	tread
grafe	snare	troas

Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowel place that most sounds the word as for example to write build set your single letter (b) down thus (b) then your vowel being (i) write (li) in the place of (i) thus (bli) to write fell set down your (f) thus (f) then write (li) in the place of (e) thus (fli) to this end observe the examples following

## The Art of Short writing

h	halme	h	hart	m	silke
l	lotter	pr	pearle	ly	songe
s	sond	l	point	h	storme
tr	trile	tr	scorne	4/2	torne
co	could	st	short	7	water
f	faint				

Fifthly observe if one letter (or) two letters begin a word and those wordes end with a vowell then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (c) then put a pricke in the place of (i) thus (c) (b) to write blow set downe your double letter (bl) thus (c) then put a period in the place of (o) thus (c) (blow) to this end observe the examples following

t	few	h	to	l	plough
h	fee	7	way	f	gray
i	high	z	wpe	h	shea
i	zaw	o	clay	b	shen
l	zen	s	ery	h	skie
l	joy	f	draw	b	slay
n	key	z	dry	l	snow
—	nigh	h	fly	dr	spue
—	noe	h	free	j	slay
—	noru	h	gnaw	j	straw
—	say	h	grow	z	true
—	see	h	base		try
—	see	h	know		



Sixthly observe that sometyms sillables may be left out of some wordes, yet sufficient sound remaining still to expresse the same as for example

5	daughter	3	laughter	6	slaughter
---	----------	---	----------	---	-----------

Seaventhly, note that when a period is put within the circumference or middle of a word it signifieth (son) as these for instruction

8	comparison	9	poison	10	season
11	lesson	12	prison	13	treason
14	person	15	reason	16	venison

Eighthly observe this rule, that when a word ends with (s) then put a period behind it to expresse the plurall number as for example

17	bones	18	eyes	19	nurses
20	debts	21	frogs	22	rites
23	elks	24	goats	25	taras

Ninthly when words end with (n) then put (d) in the (o) place of the (n) letter as in these examples and the like /

26	arrayed	27	joyned	28	robbed
29	boned	30	noighed	31	loyed
32	clouted	33	noised	34	used

Tenthly observe that two vowels together in a word and both of them being plain may be exprest thus as in these examples

35	fovel	36	joyn	37	poet
38	fouer	39	lower	40	riot
41	lower	42	lyon	43	vowell



Eleventhly note that when a word ends with (i) put a period in the place of (i) as in these examples

2. damnif <i>i</i> e	3. iustif <i>i</i> e	4. rectif <i>i</i> e
5. edif <i>i</i> e	6. magnif <i>i</i> e	7. torref <i>i</i> e
8. fortif <i>i</i> e	9. pacif <i>i</i> e	10. vultif <i>i</i> e

Twelfthly note that when a word ends with (t) then put a period in the (i) place of (t) thus (i) as in these examples

11. active	12. captive	13. native
14. affirmative	15. motive	16. primitive

Thirteenth to acquaint you with this rule concerning (qu) you shall understand they are never disioyned but ever more linked together as you may see in these examples following (quail) (quailie) (quene) (question) (quicken)

Fourteenth note that when a word endes with (st) (remember) that you write (ft) in the place of (s) as in these examples

17. fittest	18. mostest	19. readest
20. meanest	21. mockest	22. weagest

<p>1871</p>	<p>1872</p>	<p>1873</p>
<p>1874</p>	<p>1875</p>	<p>1876</p>
<p>1877</p>	<p>1878</p>	<p>1879</p>
<p>1880</p>	<p>1881</p>	<p>1882</p>
<p>1883</p>	<p>1884</p>	<p>1885</p>
<p>1886</p>	<p>1887</p>	<p>1888</p>
<p>1889</p>	<p>1890</p>	<p>1891</p>
<p>1892</p>	<p>1893</p>	<p>1894</p>
<p>1895</p>	<p>1896</p>	<p>1897</p>
<p>1898</p>	<p>1899</p>	<p>1900</p>
<p>1901</p>	<p>1902</p>	<p>1903</p>

Propositions to begin long words are these

†	ab }	+	cross	b	pro
	ob }	2	de	g	pub
†	ac	7	dis	m	pur
3	ad	✓	fall }	r	re
a	af		full }	s	satis
✓	afflict	4	in	q	sanct
✓	all	.	in	r	ser
^	an	5	liber	1	sub
	ap }	e	mor	1	suffice
7	ap }	o	males }	1	sup
z	as		males }	1	tempt
3	be	x	mare	5	test
3	ch		par }	5	th
3	circum	b	per }	5	th
o	com		part	1	trance
e	con	7	pract	3	in
o	count	or	pract	3	in
3	cor	1	pro	3	ur
3	cal, cal.				

Terminations for ending long words are these

✓	able	1	ject	7	sonor
✓	ance }	2	ing	2	son
✓	ance }	2	lye		
✓	ant }	~	mont	5	struct }
✓	ant }				stue }
a	cation	5	ness	1	tie
3	dure	z	ous	4	tyr
o	eth	p	Scrus	✓	vert }
w	ference				ver }
3	fullness	c	Sion		per }

Dir

Lidia Borden

Lidia Borden

m

mary

mary

CHAP. V.

*Of the Prepositions and Terminations for long words.*

THESE *Prepositions* and *Terminations* must be perfectly gotten by heart, having but small dependance upon the letters of the *Al. habet*, being of much use in the writing of all long words, each of them standing for a syllable, and some for more.

CHAP. VI.

SHeweth how to distinguish Characters that have some resemblance with others: And here observe, both in your *Prepositions* and *Terminations*, you shall find sometimes, that one and the same Character may stand for two things.

As for example.

There

There is the same Character for.

d	be		believe
p	coll		call
e	cor		care
s	ch		child
+	cross	And	Christ
c	con		concern
a	de		deliver
z	dure		drink
o	eth		hath
u	ence		hence
r	re		our
b	pro	And	proverb
l	sanct		faint
k	for		sure
/	th		that
^	the		there
/	tie		the
z	ing	And	thing
z	un		unto
-	ant		want
o	ent		went
o	wr		where
o	wh		which

All which may with facility be distinguished thus. When any of these standing alone by themselves, they are for whole words, but when they are joyned with any other letter, they are but a part; as for example, this Preposition *be*, when it standeth alone is *believe*; so the Preposition *coll*, when it standeth alone is *call*, and so of the rest. All which is no hinderance, but rather a helpe unto the memory; for by remembering the one, the other cannot be forgotten.

## CHAP. VII.

*Of Directions for the joyning of words, which are to be drawne out of the former Prepositions and Terminations, observe these four Rules.*

**F**irst set downe your Preposition which begins the word, then if one letter, or more, come next after, joyne that letter or letters where you took off your pen from your former Preposition, without removing your pen; then write your letter or letters following, in the place of that Vowel that most sounds the word. As for example.

First


First write your Preposition for *ab*, thus (  $\vdash$  ) the next letters following, being *st*, must be joyned to *ab*, thus (  $\vdash$  ) and then in the Vowels place, which is *a*, write *n*, thus (  $\vdash$  ) *abstaine*.



To write *affirm*, first set your preposition for *aff*, thus (  $\text{—}$  ) then place your double letter *rm*, in the *i* place of *aff*, thus (  $\text{—}n$  ) *affirme*.




Secondly, when your preposition doth begin the words, and end the words, then alwayes joyne them together: As for example, to write *account*, set down your Preposition *ac*, thus (  $\tau$  ) then where you are to take off your pen from *ac*, joyne *count*, thus (  $\tau\sigma$  ) without removing your pen. To write *appeare*, set downe your Preposition *ap*, thus (  $\varphi$  ) then where you are to take off your pen from *ap*, joyne your Preposition *per*, thus (  $\text{3}$  ) without removing your pen.




Thirdly, Sometimes you have a Preposition to begin a word, and a Termination to end that word: As for example, to write *preserve*, first set downe your Preposition *pre*, thus (  $\angle$  ) when there is no Vowell between the Preposition and Termination, then observe it as a generall Rule, that you alwayes joyne them together,






ther, without removing your pen, thus  
(  ) *preserve*.

To write *present*, set down your Preposition *pre*, thus (  ) then where you were to take off your pen, joyne your Termination *sent*, thus (  )

Fourthly, if a Preposition or Termination begin a word, and there be neither to end it, then it must be ended with the letters of the Alphabet: As for example, to write *absolve*, set downe your *ab*, thus (  ) then joyne *s* to *ab*, thus (  ) then your Vowell being *o*, write *l* in the place of it, thus (  )

To write *admit*, first set down your *ad*, thus (  ) then joyne your *m* to *ad*, thus (  ) then your Vowel being *i*, write *t* in the place of it thus (  )

To write *affright*, first set down your *aff*, thus (  ) then joyne your *r* to your *aff*, thus (  ) then in the *i* place of your *r*, write *t*, thus (  ) So that by observing these Rules exactly, if you had no other examples, you might be able to make any word which may be drawn or made out of the aforesaid *Prepositions* and *Terminations*; yet for your more easie and speedy attaining to it, I have drawn out the Table of examples following, and have exactly characterized them to your hands. You

**Y**OU need not charge your memory with them in learning them, or any of the following Tables by heart, they are added for example sake, and more curiosity in this Art: For any word may be written by the fore-going Rules, and it is at thy own choyce to learne any further.

Only let me say thus much for the Alphabeticall Table of words of sort in page 34. which are often in use, its worthy your learning, and but little trouble to memory, being drawn from the letters of the Alphabet, and in a shorter way then can be written by the Rules of the Book.

---

*The Table.*



+	ascend	z	ascend	z	contain
+	adhere	z	ascend	z	contrite
+	abide	z	assemble	z	correct
+	abound	z	assist	z	corrupt
+	about	z	assure	z	corne
+	absent	z	astray	z	defend
+	abuse	de	become	z	deny
+	object	d	before	z	design
+	obtain	d	besought	z	desart
T	access	d	bestow	z	desire
T	accuse	d	betray	z	desolate
T	accord	f	chaff	z	despise
z	address	z	chamber	z	determine
z	admire	z	cheese	z	devoure
z	advise	z	chuse	z	devise
z	afford	z	comfort	z	disciple
z	affraid	z	communicate	z	dispare
z	after	z	command	z	discerne
z	alienate	z	commende	z	disdaine
z	allure	z	common	z	disease
z	allure	z	communion	z	dishonor
z	almighty	z	commit	z	disobay
z	alter	z	company	z	dispose
z	anker	z	compare	z	dispute
z	anoint	z	compass	z	dissolve
z	anient	z	complain	z	divide
z	apparent	z	compleat	z	follow
z	appease	z	comprehend	z	image
z	appertain	z	condemne	z	immoderate
z	applie	z	consist	z	insine
z	appoint	z	conspire	z	incourage
z	apprehend	z	consult	z	indoor

2	indure	4	presume	11	these
4	instruct	43	prwaile	1	there
1	intreate	4	prevent	1	they
v	invite	be	procure	11	this
e	merrie	n	redeme	1	those
e	mercie	n	refuse	1	though
e	miracle	n	rease	1	thou
xv	moreover	n	remain	6	thousand
x	morrow	w	remit	1	thought
xv	morsell	m	repose	1	thrust
x	mortall	n	resist	2	unrighteous
x	mourne	n	resolue	2	unworthy
d	message	n	restore	0	wheate
q	misery	n	restraine	0	when
d	pardon	n	retaine	0	wherefore
d	persevere	e	supper	0	while
p	pertake	e	suppose	0	who
4	preach	e	supraume	0	whom
4	pretious	n	sorrow	0	whole
4	predestinate	1	subiect	0	whoredome
4	prepare	1	sublime	0	why

These examples of wordes, which I  
 have collected out of the former pre-  
 positions they need not to be learned  
 by hart as many hundreds in this City  
 whom I have taught from their owne  
 experience can worthily manifest. /

# Chap: 8

Sheweth that you have sometimes those which  
I call propositions to end wordes as well as to  
Begin wordes and terminations to begin of wordes  
as to end as examples in these

1	ability	1	fully	1	speech
2	breadth	2	much	2	such
3	breath	3	naturall	3	treasure
4	carefull	4	pleasure	4	verie
5	durant	5	quench	5	usefull
6	durable	6	search	6	watch

# Chap: 9

Likewise if you ad your terminations to your former  
propositions you may make any word that is  
to be made out of them, but now some may say  
unto me, how shall I doe it, I answer you  
may doe it by your former examples yet for your  
better satisfaction herein I will instance in  
some few examples out of each of them so  
that by them you may be able to make any word  
that possible may be drawne out from them  
examples followes

1	favourable	1	reioice	1	consolation
2	allowance	2	chambring	2	howsoever
3	aliene	3	commonly	3	altogether
4	fornication	4	impediment	4	authoritie
5	sanctification	5	business	5	adversitie
6	abundance	6	jealous	6	saviour
7	carefullnesse	7	superstition	7	pervert
				8	error

Chap. X  
Of Abbreviations of some of the examples  
of the former Tables.

Although these may be writ by the former  
rules yet for the benefit of those which  
have formerly learned the Abbreviate I  
thought good to abbreviate these few  
examples which follow in regard of the  
usefulness of them, being often and fre-  
quent in use in every form on.

tr	abbreviate	c	circumstance	b	proceed
T	accord	c	contrary	b	profane
T	acquaint	d	decree	b	profess
3	advance	d	declare	b	profit
3	advantage	g	distress	b	prophet
3	appropriate	g	distribute	b	provide
3	afterward	h	fulfill	b	provision
u	alsoe	h	infinite	b	provokes
u	alwayes	h	inward	b	propose
u	alwaye	tr	obedience	b	prosecute
N	angell	tr	obedient	b	protect
u	ascribe	h	paradox	b	protection
u	behold	d	perceive	b	propound
u	behold	d	perfect	b	promise
d	belov'd	tr	particular	b	pronounce
5	children	L	prescribe	b	prophecie
c	circumfise	L	privative	b	pendagall
c	circumspect	b	profound	b	probate



# Chapter the XI

Of the usuall hard names in scripture  
which are frequent and usefull in sermo  
sermon they being exactly made  
by rule doe not much charge memory

n	Aaron	11	Jesse	21	Nebuchadnezzar
f	Abell	14	Jethro	22	Noah
2	Anthophel		Jezobell	+2	Obededom
7	Abner	12	Joseph	2	Ongsimus
7	Abraham	15	Jossiah	2	Paul
6	Absolon		Isack	2	Pharaoh
5	Adam	16	Judas	2	Pilat
4	Beniamin	17	Korah	2	Priscilla
3	Booz	18	Leah	2	Rachell
3	David	19	Lidda	2	Rahab
14	Doeg	20	Martha	2	Rebeckah
12	Elizabeth	21	Mary	2	Reuben
12	Elias	22	Messiah	2	Sampson
12	Ephraim	23	Merriam	2	Sanballat
12	Esau	24	Moab	2	Sarah
12	Goliah	25	Mordchai	2	Saul
12	Hagar	26	Moses	2	Shem
12	Hamon	27	Naaman	2	Solomon
12	Hozekiah	28	Naboth	2	Thamar
12	Isaac	29	Nathan	2	Thomas
12	Jehovah	30	Nathaniell	2	Vriah



# Chap XII of the Names of the Bookes of the Old and New Testament

32

4	Genesis	di	Isaiah	2	Luke
22	Exodus	12	Jeremiah	1	John
12	Leviticus	u	Lamentations	3	Acts
7	Numbers	20	Ezekiel	2	Romans
3	Deuteronomi	5	Daniell	2	Corinthians
11	Joshua	hi	Hosea	4	Galatians
3	Judges	12	Joel	2	Ephesians
5	Ruth	1	Amos	10	Philippians
17	Samuell	10	Obadiah	2	Colossians
2	Kings	12	Jonah	11	Thessalonians
6	Chronicles	vi	Michah	1	Timothew
22	Ezra	2	Nahum	12	Peter
7	Nehemiah	2	Habakuk	2	Philemon
1	Ester	22	Zephaniah	6	Hebrewes
12	Job	12	Haggi	1	James
1	Psalms	2	Zachariah	1	Peter
1	Proverbs	1	Malachi	1	Jude
2	Ecclesiastes	1	Matthew	1	Revelation
			Mark	1	

The Characters for these bookes they are  
all of them drawn from the letters of the  
Alphabet and therefore little charge in memory

1911

1. The first part of the document is a list of names and addresses, which are arranged in two columns. The names are written in a cursive script, and the addresses are written in a more formal, printed style. The list includes names such as "John Smith", "Mary Jones", and "Robert Brown", and addresses such as "123 Main Street", "456 Elm Street", and "789 Oak Street".

2. The second part of the document is a list of names and addresses, which are arranged in two columns. The names are written in a cursive script, and the addresses are written in a more formal, printed style. The list includes names such as "John Smith", "Mary Jones", and "Robert Brown", and addresses such as "123 Main Street", "456 Elm Street", and "789 Oak Street".

3. The third part of the document is a list of names and addresses, which are arranged in two columns. The names are written in a cursive script, and the addresses are written in a more formal, printed style. The list includes names such as "John Smith", "Mary Jones", and "Robert Brown", and addresses such as "123 Main Street", "456 Elm Street", and "789 Oak Street".

4. The fourth part of the document is a list of names and addresses, which are arranged in two columns. The names are written in a cursive script, and the addresses are written in a more formal, printed style. The list includes names such as "John Smith", "Mary Jones", and "Robert Brown", and addresses such as "123 Main Street", "456 Elm Street", and "789 Oak Street".

5. The fifth part of the document is a list of names and addresses, which are arranged in two columns. The names are written in a cursive script, and the addresses are written in a more formal, printed style. The list includes names such as "John Smith", "Mary Jones", and "Robert Brown", and addresses such as "123 Main Street", "456 Elm Street", and "789 Oak Street".

# The Art of Short Writing

## Chapt: XIII of the use of points

- first for the Interrogative point use this (C)  
2ly for your parenthesis use this point (.)  
3ly for the end of a perfect sentence use this point (:)  
4ly when you write out any Chapter at the end of  
every verse use this point (...)  
5ly for the phrase ( and so forth ) which is often  
in use make this point (E)

## Chap: XIII Of the Table of wordes

Now having sufficiently furnished you, with long and short, wordes whereby you may be enabled by your owne practise to write any sermon or speech being treatably spoken, word for word. / Yet for your better augmentation and perfection of your knowledge I have here sett downe an index or Table of wordes of sort, not one of them differing from the Alphabet, but each one of them very usefull and frequent in overie sentence and for the most part without removing penn from the paper as doth plainly appeare by the ensuing Table





# The Table

ab	2	Abominable	2	Blast	2	Damnable
anc	2	Abundance	2	Bloſſe	3	Damnation
ant	1	Abundant	2	Both	3	Deall
ac	2	Acknowledge	2	Bread	3	Dignitie
aq	1	Acquaint	2	Brathern	2	Diligent
sh	2	Admonish	2	Brother	2	Discrete
ad	3	Adultery	2	But	2	Disparish
an	1	Again	2	Buckler	2	Doctrine
al	2	Alreadie		C	2	Doth
ah	2	Although	2	Can	3	Duty
amr	1	Ambaſſadour	2	Cannot	3	Dwell
an	1	Among	2	Catholicke		E
n	-	And	2	Charge		
an	1	Anger	2	Church	2	Earth
ao	2	Another	2	Conqueror	2	Effect
ap	2	Apostle	2	Conclude	2	Egypt
ap	2	Approve	2	Congregation	2	Elect
ar	1	Author	2	Conſcience	2	Epistle
a	1	Away	2	Converſation	2	Equitie
ak	2	Awake	2	Confidence	2	Eſtabliſh
		B	2	Conſound	2	Evangelicall
b	2	Babes	2	Conſirme	2	Even
bb	2	Baptiſme	2	Continuo	2	Every
by	2	Beautifull	2	Conſider	2	Evermore
bc	2	Because	2	Create	2	Everlaſting
bg	2	Begin	2	Creature	2	Evill
bf	2	Bonifitt	2	Covenant	2	Example
bd	2	Beſides		D	2	Except
bc	2	Beſeech			2	Excell
bx	2	Bedwixt	2	Dangor	2	Exclude
bm	2	Blaphome	2	Deepe	2	Exerriſe

# The Table

Exempt	u	Glozy		I
Exposition	u	God		
Exposse	u	Godness	1	Idleness
Expect	u	Godhead	2	Idolatry
Extreme	u	Good	3	Indolence
Extinguish	u	Goodwill	4	Infus
Extortioner	u	Grace	5	If
F	u	Guist	6	Ignorant
	u	Guilt	7	Illustrate
Faith		H	8	Impietie
Felicity			9	Ignominie
Followship	2	Habit	10	Integrity
Forst	h	Hallowed	11	I
Flesh	v	Have	12	Israel
Folke	o	He	13	It
For	h	Heaven	14	Judge
Forth	r	Heart		K
Foundation	w	Help		
Freind	n	Heresie	15	Kepe
Fruite	h	Hornlike	16	Kind
Frustrate	2	Hum	17	Kindnesse
Furtherance	h	Hypocrite	18	Kindle
Furthermore	1	His	19	King
G	h	Holy	20	Kingly
	h	Holynesse	21	Kingdome
Gather	h	Holyghost	22	Knowne
Gave	h	Honour		L
Generall	h	Hospitality		
Generat	h	How	23	Labour
Generation	h	Humble	24	Lament
Give	o	Husband	25	Law

## The Table

4	Loose	1	Unconscionable	7	promote
5	Lovers	1	Not	7	quit
5	Lost	2	Nothing		Q
5	Life	3	Notwithstanding		
5	Light		O	2	quaint
5	Live			2	quaintly
5	Long	c	Of	7	quarter
5	Lord	c	Of	7	quicken
5	Love	c	Oh	7	quid
	M	c	On	7	quilt
		c	Open		R
1	Majestic	c	Opportunity		
1	Majistrate	b	Order	1	reconcile
1	Man	c	Ordinary	1	receive
1	Many	c	Ordinance	1	refresh
1	Manytimes	c	Original	1	repair
1	Manyfold	c	Otherwise	1	rejoice
1	Manifest	c	Over	1	religion
1	Melancholly	c	Outward	1	remember
1	Placate		P	1	remnant
1	Night			1	resent
1	Minister	c	patience	1	reformation
1	Most	c	peculiar	1	returne
1	Mother	1	people	1	revenge
1	Multiplic	c	persecute	1	reveale
1	Multitude	c	persuade	1	reward
	N	c	place	1	righteousness
		c	posterity		S
1	Name	c	power		
1	Necessary	c	privilege	1	sacrifice
1	Necessity	c	principall	1	salvation
1	Neglect	c	principle	1	satan
1	Nether	c	publicke	1	sinne



# The Table

1	any	u	us
2	any	u	us
3	any	u	us
4	any	u	us
5	any	u	us
6	any	u	us
7	any	u	us
8	any	u	us
9	any	u	us
10	any	u	us
11	any	u	us
12	any	u	us
13	any	u	us
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94	any	u	us
95	any	u	us
96	any	u	us
97	any	u	us
98	any	u	us
99	any	u	us
100	any	u	us

This Table is all taken out of the Letters of the Alphabet, two or three letters stands for a word, as in the beginning page you see an example, and it is very little ching to memory.

